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S.O. DIRECTIVE NO.

POLICY RE PER DIEM PAYMENTS

Re: Section IV, CIG Administrative Order

25X1

"IV. Per Diem Payments to Personnel on
Temporary Duty in Washington.

"Employees who are employed with the intent that they shall report immediately after necessary training to an overseas station may be granted a per diem allowance while in training in accordance with the following:

"A. Effective upon entrance on duty in Washington, a per diem payment not to exceed \$6.00 may be made for the first sixty days. After the sixtieth day, a per diem payment not to exceed \$4.00 may be made.

"B. Per diem payments of this nature are authorized only for those personnel who are hired for overseas duty and are required to report to Washington for temporary duty in connection with processing and training prior to dispatch abroad."

1. The following policy in implementation of the above-quoted order is announced:

a. Claims for per diem will be prepared on Form 33-12, Travel Voucher, Special Funds.

b. The amount of per diem allowable during the first sixty days of temporary duty in Washington shall be in accordance with the following scale:

<u>Average Daily Amount Paid for Living Quarters</u>	<u>Allowable Per Diem</u>
\$.00 - \$1.49	\$4.00
1.50 - 2.49	5.00
2.50 - 3.49	6.00

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c. In support of the rate of per diem claimed the following certification will be placed on the reverse side of Form 33-12:

"I hereby certify that during the period for which per diem is claimed on this voucher the average daily cost of my living quarters was in excess of \$_____.

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